

STATINTL

NOTICE

No. [REDACTED]

OCT 23 1951

SUBJECT: Classified Security Information

The President has issued an Executive Order establishing minimum standards for the classification, transmission and handling of classified information in the Executive Branch of the Government.

Copies of this Executive Order will be distributed at an early date. While by necessity the CIA Security Regulations require standards generally higher than those prescribed therein, I desire to bring to the attention of every employee that the principles and intent of this Order must be faithfully carried out.

Certain modifications in our procedures will be required and will be incorporated in changes in our Regulations. The most important of these changes are:

- (1) The designation or marking of "SECURITY INFORMATION" which must be applied to all documents or material the safeguarding of which is necessary in the interest of national security.
- (2) More precise measures to insure that administrative information of the Central Intelligence Agency which does not include intelligence sources and methods is not designated as "SECURITY INFORMATION".
- (3) Stricter control by all senior officials to avoid overclassification and to insure prompt declassification when appropriate.

The CIA Security Officer, through the Deputy Director (Administration) has been instructed to control and guide all concerned in the implementation of this program throughout the Agency, to make a survey of the classification and declassification procedure now in effect, and to prepare necessary changes in regulations and procedures.

SIGNED

WALTER D. SMITH
Director

Distribution No. 6

OCT 23 1951

STATINTL NOTICE

No. [REDACTED]

SUBJECT: Additional Marking of Classified Documents

STATINTL

1. Reference is made to Agency Notice No. [REDACTED] signed by the Director of Central Intelligence, on the subject of classified security information.

2. Any classified document, paper or other classified material originating in the Agency after 25 October 1951, will be stamped or marked with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

3. Regardless of date of origin, any CIA classified document, paper or other classified material which is to be distributed outside the Agency after 25 October 1951, will be marked or stamped with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

4. The words "SECURITY INFORMATION" will be printed, stamped or otherwise marked at least once on each classified document or other classified material. When practicable, the words "SECURITY INFORMATION" should be placed immediately below the classification designation of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED appearing at the top of each classified document. "SECURITY INFORMATION" markings normally should be smaller in size than the usual security marking, but should harmonize in color and placement.

5. The use of any of the four security classifications, TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED, combined with the identification "SECURITY INFORMATION", shall be strictly limited to official information which requires safeguarding in the interest of the security of the United States.

6. "SECURITY INFORMATION" stamps may be procured from Building Supply Rooms or Departmental Warehouse. If these stamps are not available by 25 October, a printed or typewritten designation shall be used.

7. Questions concerning the marking, printing, and other related questions in this connection, should be made to the Security Office, extension 692.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SIGNED:

WALTER REID WOLF
Deputy Director (Administration)

Distribution No. 6